

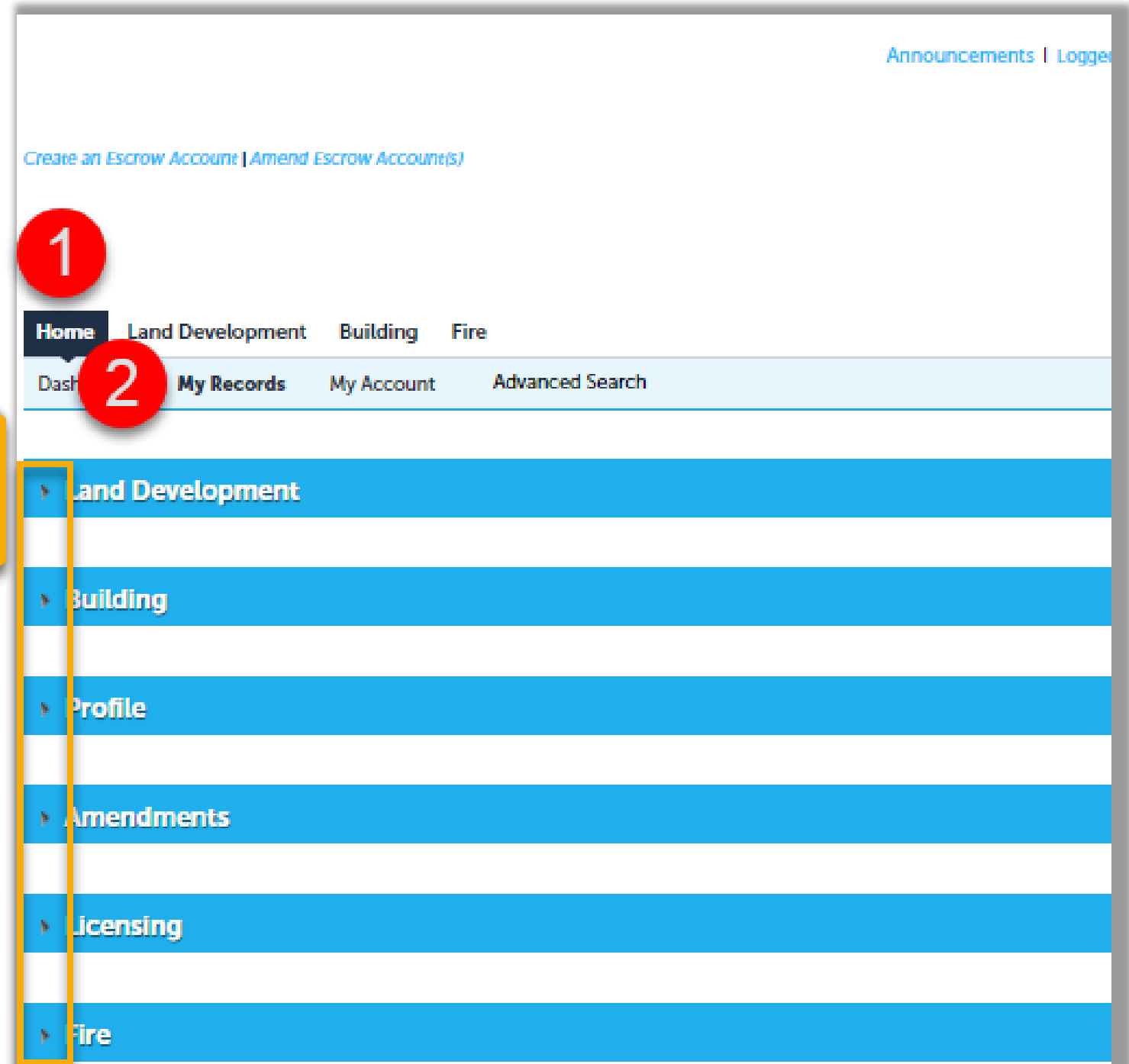
The recommended browser is Google Chrome.



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Select a category by clicking the arrow to its left to expand it and view your records in the category.



Login. Click the Home tab (#1). Click My Records (#2). Click the arrow to the left of the category you wish to search.

Home Land Development Building Fire

Dashboard My Records My Account Advanced Search

Land Development

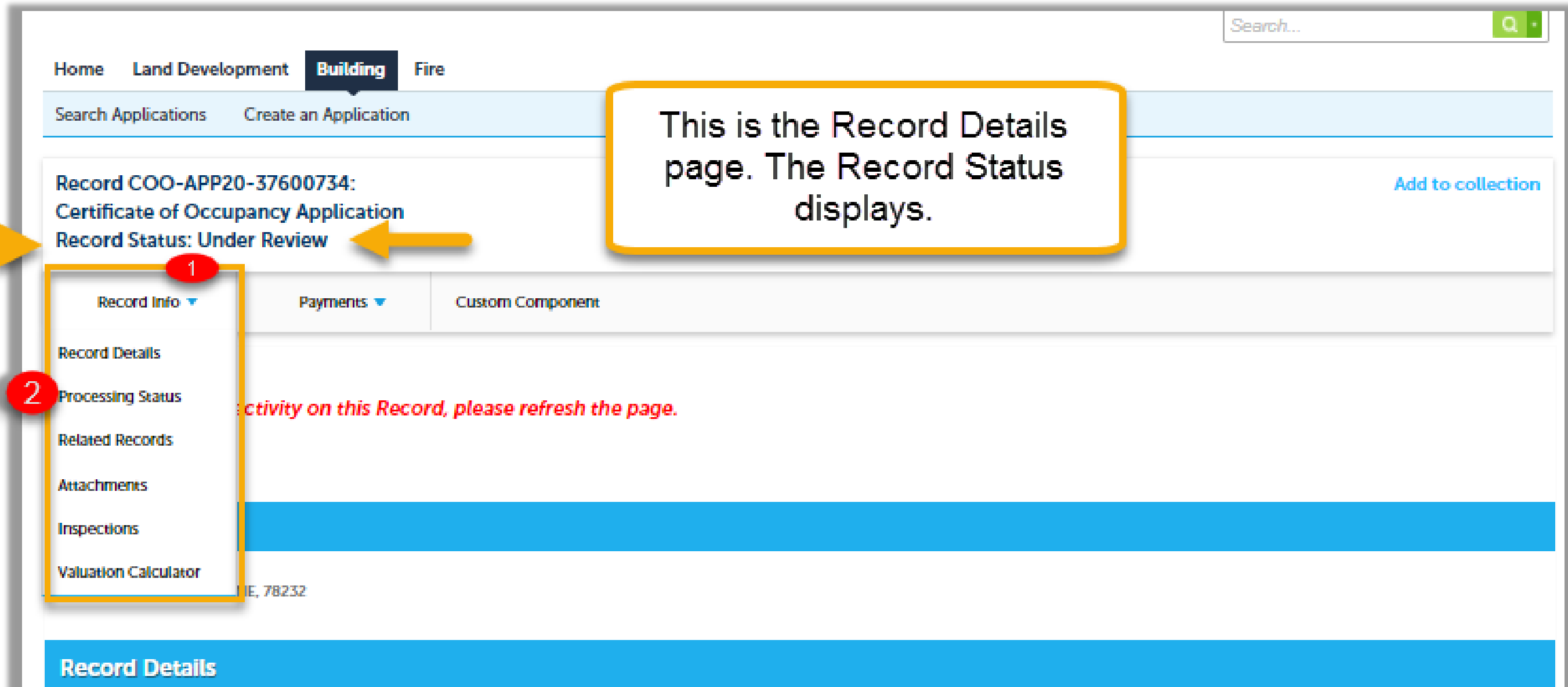
Building

To view additional details on a record, click the Record Number ID link (#1).

Showing 1-10 of 81 | Export results | Add to collection | Copy Record

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	09/24/2020	APP20-35000750	Repair Application	ST	Antonio, TX 78204	1901 S ALAMO		julius.caesar@gmail.com	Under Review	Amendment	
<input type="checkbox"/>	09/22/2020	COO-APP20-37600734	Certificate of Occupancy Application	MONEY TREE LANE	MONEY TREE LANE City of San Antonio, TX 78232			julius.caesar@gmail.com	Under Review	Amendment	

After the category expands, locate your record. Scroll to the far right to view status (#2). Or, click the Record Number ID to view the Record Details page and see additional information.



The Record Details page displays. The Record Status is displayed at the top of the page (shown). To view more detailed status information, click the Record Info drop-down menu arrow (#1). Click Processing Status (#2).

**Processing status for
the Record displays.**

**Tasks are either
completed (green
check mark), in
progress (hour
glass) or upcoming
(no icon). A gold
star indicates it was
the last task viewed.**

Home Land Development **Building** Fire

Search Applications Create an Application

Record COO-APP20-37600734:
Certificate of Occupancy Application
Record Status: Under Review

Record Info Payments Custom Component


To view any current activity on this Record, please refresh the page.


Processing Status

- ✓ Application Intake
Due on 09/22/2020, assigned to TBD
Marked as Received Online on 09/22/2020 by CO&A Admin
- ⌚ Completeness Review
Due on 09/24/2020, assigned to Patricia Rosas
Marked as Under Review on TBD by TBD
- ⌚ Completeness Review - Zoning
Due on 09/24/2020, assigned to Patricia Rosas
Marked as Under Review on TBD by TBD
- Technical Review - Addressing
- Technical Review - Fire OCL
- Technical Review - SAWS
- Technical Review - Traffic
- Technical Review - Zoning
- Fee Waiver Review
- Fees Due
- Inspection COO Review
- Inspection Results
- Inspection Fees Due
- Release to CPS
- Temp COO Issuance
- Closure


Notice the Processing Status workflow tasks. A green check mark indicates the task is completed. An hour glass indicates a task is currently active. Tasks without an icon indicate those tasks are Upcoming.

Processing Status

 Application Intake


 Application Completeness

Technical Review - Office of Historic Preservation
 Technical Review - Parks and Recreation
 Technical Review - Engineering Trees
 Technical Review - Engineering Streets
 Technical Review - GIS
 Technical Review - TCI - Storm Water

 Technical Review - Subdivision

Due on TBD, assigned to Abelino Torres
 Marked as Under Review on 07/29/2019 by COSA Admin

1


 Due on 08/08/2019, assigned to Patricia Rosas
 Marked as Additional Information Required on 10/07/2019 by Patricia Rosas

Due on 08/08/2019, assigned to Patricia Rosas
 Marked as TBD on TBD by TBD

Additional Information:

Requested Document List
 Aerial Photo, DWG File of Plat

Processing Status	
✔ ▶	Application Intake
✱ ▶	Application Completeness
	Technical Review - Office of Historic Preservation
	Technical Review - Parks and Recreation
	Technical Review - Engineering Trees
	Technical Review - Engineering Streets
	Technical Review - GIS
	Technical Review - TCI - Storm Water
🕒 ▼	Technical Review - Subdivision
	Due on TBD, assigned to Abelino Torres Marked as Under Review on 07/29/2019 by COSA Admin
2	<div>📁</div> <p><i>Due on 08/08/2019, assigned to Patricia Rosas</i> <i>Marked as Additional Information Required on 10/07/2019 by Patricia Rosas</i></p> <p>Comment: Aerial Photo and DWG file of plat needed.</p>
	<p><i>Due on 08/08/2019, assigned to Patricia Rosas</i> <i>Marked as TBD on TBD by TBD</i></p>
Additional Information:	
Requested Document List	Aerial Photo, DWG File of Plat

If a task has a + (#1), click the + to expand and view comment (#2). For *Additional Information Required* record status, the reviewer's comments display here (an email is also generated to the applicant with reviewer's comments.)

**With questions about the current status of
a Record, please contact the Development
Services Department Customer Call Center
(210) 207-1111, M-F, 7:45am to 4:30pm or
email [Call Center](#).**

This concludes Finding Record Status.



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